

Education and Training Workgroup (Focus Area G)
Minutes: September 1, 2004, (16th meeting of this group)
Worcester Main Library

Facilitators: Allison Hackbarth, MPH
Health Education Unit Manager/Epidemiologist
Massachusetts Department of Public Health (MDPH),
Division of Epidemiology and Immunization

Elizabeth Sheehy, MS
Health Educator/Epidemiologist
MDPH, Division of Epidemiology and Immunization

Support: Rachel Heckscher, MPH
Health Educator/Epidemiologist
MDPH, Division of Epidemiology and Immunization

Attendees: Lori Cavaleri; Kathleen McVarish; Christine Pontus; Jon Burstein; Jane Anderson; Diane Brown-Couture; Judith Chevarley; Lisa Crowner; Kathleen Gilmore; Maxene Armour; Brad Cohen; Mary Taschner; Sarah Almer; Peg Harrington; Barb Coughlin; Christine Packard; Marie Eileen Onieal; Hayden Duggan; Graham Campbell; Nannette Bailey, Katherine O'Neill.

Website: <http://www.state.ma.us/bioterrorism/advisorygrps/workgroups.htm#education>

Listserv: The address for the listserv for this workgroup is:
MDPH_EP_EDUCATION@peach.ease.lsoft.com

Attachment #1: Mission statement for Education and Training Workgroup

Attachment #2: Education and Training initiatives across CDC* and HRSA Cooperative Agreements**

Agenda Items:

1. Evaluation of Workgroup (See Attachment #1)

This Workgroup has been meeting on a regular basis since August 2002. Since that time, attendance at meetings has significantly decreased. There was a discussion about the mission and purpose of this workgroup, and evaluation of meetings to date. It was decided that the mission and purpose of the Workgroup is still very much relevant. Decrease in attendance is due to varying reasons: other meetings that are as important, summer vacations, unable to get coverage at work, and varying usefulness of the Workgroup meetings. Various suggestions were put forth to encourage increased attendance and to make the meetings as productive as possible.

- Encourage workgroup members to submit agenda items.
- Hold meeting only when needed to discuss specific topics rather than monthly meetings.
- Make topics/agenda more relevant to other audiences besides public health (e.g., first responders,

* Centers For Disease Control and Prevention

** Health Resources and Services Administration

- private health care providers) and invite representatives of these groups to attend.
- Continue to provide updates on MDPH education and training initiatives (a new member of the group found the last meeting to be a good source of information and can relay this back to colleagues).
- Some members find that the networking function is very important and will continue to attend to take advantage of connecting with colleagues.
- Meetings could be a time to pilot or showcase new educational events, activities, or products.
- A quarterly meeting might be sufficient.
- Workgroup should remain as an advisory group; members can provide evaluation of courses and resources; can ensure trainings are competency based; and can give MDPH input and feedback as needed.

Outcome of Discussion: 1) The Workgroup will move to a quarterly meeting schedule. 2) Workgroup members will give input to the agenda. 3) Workgroup members will use meetings to pilot or present particular initiatives to get feedback and give members more in-depth information. Kathleen McVarish from New England Alliance for Public Health Workforce Development will present at the next meeting on the “Foundations for Local Public Health Practice.” 4) Allison Hackbarth may schedule additional meetings as necessary for new MDPH-driven initiatives or projects that need input or work from the group.

2. Education and Training Initiatives List

Allison Hackbarth reviewed the “Education and Training Initiatives Across the CDC and HRSA Cooperative Agreements” document (Attachment 2). It pertains to the grant year of September 2004 – August 2005.

This document is a summary of concrete training initiatives that are MDPH-driven. Its purpose is to give a full perspective of education and training across both cooperative agreements. It is a work-in-progress and will be continuously updated as new information becomes available. Note: It does not include protocols or policies or other initiatives that are not strictly training related. Many items on this list will be posted into the TRAIN learning management system. Feedback from the workgroup indicated that this document is “useful,” “very useful,” and “extremely useful.” Requests were made by workgroup members to add target audience, anticipated timeline for each project; contact information (phone and e-mail address) for the coordinator of each initiative; and to post the document or individual initiatives on TRAIN and/or HAN, eventually in a calendar format if possible.

Other suggestions that came out of the discussion:

- Keep this document continuously updated.
- Keep Workgroup apprised of status of various templates being developed by MDPH.
- Offer CEUs whenever possible for all training.
- Forward weekly CDC (Centers for Disease Control and Prevention) education and training updates to the Workgroup. Note: CDC now offers a weekly email that contains information about new or revised education and training initiatives across the agency.

3. Miscellaneous

- Federal Emergency Preparedness Funding. The CDC Emergency Preparedness Cooperative Agreement reapplication was submitted for the September 2004 – August 2005 grant year. MDPH has not yet received notice of CDC grant award. An award notice has been received for HRSA funding.
- Status of the “Competency-Based Curriculum Development Manual for Emergency Preparedness Training in Massachusetts.” A vendor has been hired to develop the graphics and format of the information developed by Betsy Sheehy and the subcommittee. The target date for completion and

distribution to course developers in Massachusetts is late fall 2004. The manual will include steps regarding how to put together a training program from needs assessment to development to evaluation. The information will also be posted on HAN and will allow course developers to match target audiences with their needed competencies. People from all relevant professions will be able to query the database to see what the required competencies are for their job title.

- Christine Packard (MDPH, Center for Emergency Preparedness, Liaison to MEMA) clarified that the Forensic Epidemiology Training is strongly recommended by the Department of Justice and the CDC. The format is a self-study CD. The primary audience is law enforcement and public health. Included in the training is a focus on learning the roles of both law enforcement and public health and how the two sectors need to work together. The CD will be distributed this fall.
- Please let Graham Campbell (MDPH, Center for Emergency Preparedness, Exercise and Drill Program Coordinator) know when tabletops, exercises and drills are planned and who is involved. Graham can help conceptualize and develop exercises in particular communities or regions. He is also trying to keep track of exercises and drills across the state. Graham is reachable at graham.campbell@state.ma.us

Next Meeting:

December 1, 2004 (Wednesday) from 1:00 to 3:00 at MEMA (Framingham)

Directions available at:

http://www.mass.gov/agency/documents/mema/MEMA_Headquarters_Directions.doc